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| **Title** | *Staff Accountant* |
| **Department** | *Finance* |
| **Reports to** | *Controller* |

## Job Summary

The Staff Accountant will be a detail oriented individual who will support the Controller and the Financial Team in carrying out the day to day operations of the Financial / Accounting Department. This person will also collaborate with accounts payable and receivable personnel to manage invoices/payments to ensure that expenses and payments are recorded correctly in accounting programs.

## Duties and Responsibilities

- Work with staff members in various departments to identify areas where data reporting can be improved.
- Follow up with members and vendors, including phone and email to correct discrepancies.
- BIZ Net and FRX financial reporting.
- Prepare month end reporting & analysis of fixed costs.
- Prepare monthly reports to reconcile inventory and cost of goods.
- Assist with A/R collections.
- Assist with month-end closing process (including AR reports and unearned dues reports to ensure that ACGI reports agree with MAS 500 entries). Ensures that all payments and expenses are correctly recorded in balance sheets and income statements.
- Assist with year-end closing and annual audit including locating & preparing financial records/data and ensuring that it is presented to the auditors as requested.
- Look for ways to improve department processes.
- Perform such other accounting, financial, or administrative tasks as may be required from time to time – quite often on short notice - by the Controller.

## Key Competencies

- Must have accounting degree with at least three years of relevant experience.
- Experience in credit and collections.
- Experience in Sage accounting software preferred, but not required.
- Must be familiar with preparing financial statements.
- Experience with company mergers and acquisitions a plus.
- Must be a perfectionist by nature, with no tolerance for financial sloppiness.
- Must be highly skilled in dealing with financial and numeric data.
- Must be highly skilled in use of Excel Spreadsheets and MS Word.
- Must have excellent written and verbal skills.
- Must have good problem solving skills.
- Must be able to determine priorities.
- Must have excellent work habits, including a willingness to work the hours necessary to get the job done, especially when important deadlines cause greater than normal departmental pressures.
- Must possess positivity, high energy and be a team player.

## Personal Attributes

- Ethical Conduct with Strict Confidentiality
- Strategic Thinking

- Leadership
- Decision Making
- Financial Management
- People oriented with active listening, negotiation, and presentation skills
- Team Coordination
- Positivity and high energy

## Working conditions

- This position will require working standard business hours, sitting for extended periods of time, standing, and some minor lifting. This position may require some overnight travel.

## Direct reports

- The position would have no direct reports.

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